

## MEMORANDUM

To: Chief Gary Jenkins

From: Cmdr. Chris Tennant

Date: 3-20-18

Topic: Review and opinion of the Colfax "Suspicious Package" incident

### Summary of incident:

On Tuesday Feb. 19<sup>th</sup> (President's Day Holiday) Lynda Kramlich found a cardboard package addressed to Judge Hart outside the front door of Colfax City Hall. Kramlich reportedly brought the package in and set it on Kris Thompson's Desk.

On Wednesday Feb. 20<sup>th</sup>, Kris Thompson came to work, found the box on her desk, and moved it behind her desk, but kept bumping it with her chair, so she then leaned it up against an empty desk.

Thompson became suspicious of the package, because it appeared to be homemade (Reshaped cardboard), no postage or professional markings, labeling that did not comply with addressing standards, and misspellings. Thompson then personally notified Chief of Police Rick McNannay.

According to Chief McNannay after viewing, the box (Leaning against file cabinets) he became suspicious that it might contain "some sort of device that was intended to harm it recipient whether it be chemical, biological or explosive." Chief McNannay then gave a general statement to who might be present to not "move it or handle it" while he left to ascertain if IT surveillance camera's had recorded whoever may have left the package on the front steps of City Hall.

Thompson then states that she moved the package to photograph it and text Judge Hart to ask if he was expecting a package. He was not.

Chris Mathis then moved the package from the central office area to Todd Vanek's Office. Mathis when referring to the package stated, "...where it could have easily fall over...in front of Lexi's birthday cake and leaning against the printer that everyone was walking by so I moved it to the other room in case it was....in fact, dangerous. (Mathis is not listed as being present during Chief McNannay's notice to not move the package).

No surveillance video was available. Chief McNannay determined that the package had been moved several times previously and then cut the end of the package on the tape seam, and discovered a poster/note inside. No suspicious material or dangerous contents were contained in the package. Chief McNannay notified the office in general what he had discovered.

### General Discussion:

- 1) **Policy Issues:** Since no policies were contained in the package of material that I have reviewed, I am left to conclude that the City of Colfax and the Colfax Police Department do not have any written policies listing procedures for the handling of "suspicious packages."

For comparison purposes, I have listed the Pullman Police Dept. Policy and the Lexipol policy:

- A. City of Pullman Police Department Policy Chapter 16 – Special occurrences and emergencies  
Section: 3.09 Suspicious Mail or Potential Explosive Devices

*"If mail is suspicious or a potential explosive device, the on-duty patrol supervisor shall make a determination whether the facility should be evacuated. Under no circumstances shall any member touch, move or in any manner disturb the item. A bomb technician shall be contacted to determine a safe zone. Directions of the bomb technician should be followed.*

**B. Lexipol Policy 408.6 FOUND DEVICE**

*When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:*

*(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.*

*(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.*

*(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:*

- 1. Two-way radios*
- 2. Cell phones*
- 3. Other personal communication devices*

*(d) Establish a Command Post*

*(e) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.*

*(f) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.*

*(g) A safe access route should be provided for support personnel and equipment.*

*(h) Search the area for secondary devices as appropriate and based upon available resources.*

*(i) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.*

*(j) Promptly relay available information to the Shift Supervisor including:*

- 1. The time of discovery.*
- 2. The exact location of the device.*
- 3. A full description of the device (e.g., size, shape, markings, construction).*
- 4. The anticipated danger zone and perimeter.*
- 5. The areas to be evacuated or cleared.*

## **2) Tennant's Opinion as to this incident and the procedures implemented:**

These two policies are just listed to give a general guideline as to the current "best" practices. That is identify the package as suspicious, isolate the package from people, then determine best course of action by the use of experts.

First, Kudo's should be acknowledged to employees who recognized this package as possible being "suspicious." The warnings signs listed (Homemade box, no official postal markings, misspellings on incorrect label, and the local Judge being the recipient) are all appropriate indicators that appropriate identified this package as suspicious.

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Next, the package was "kind of" isolated in the fact that it's presence was made known to the people in the general area and it was placed on an empty work space. (Leaning the item against a desk, file cabinet, or printer was not the best location.) Then, the local "Authority" was notified, that being Chief Rick McNannay.

Chief McNannay viewed the package, gave a general announcement to not disturb the package, and began gathering more information. Both of these actions were appropriate. The attempt to gain video surveillance of the dropping off the package was a good avenue of investigation. The taking a picture of the label and emailing it to Judge Hart was a good idea.

**What could have been addressed better:** In my opinion, The overall "Tone" of this suspicious package incident was confused, and no-one took control of the situation to provide clarity. Specifically, the office environment that morning was described as out of the ordinary as a birthday cake was brought in and people were enjoying the refreshment. Public Works employee's were having training that morning and were in and out of the office and visiting. At the same time, the "suspicious" package was sitting next to the cake and there was no control of the people, or control of the environment. A general statement was made to the people present at the time to not touch or disturb the box, and then Chief McNannay left. This lack of control left a void. Chris Mathis (Not present during the announcement to not touch the box) felt the box was a possible danger to the people in the area, and not appropriate around the cake, so he moved it into the Mayor's Office. This was appropriate in my opinion, given the circumstances. (The box had been moved, touched, bumped several times up to this point.)

A suspicious package is not necessarily an explosive device. There are degrees of suspicion, and several items that I assume were noticed and factored into Chief's McNannay's decision to cut open the end of the package, even though he did not mention them in his report or statement. That being the weight of the package. Any explosive device needs some type of material to explode which causes weight. This box contained a note/poster, which is extremely light. There were no wires, timers, or weight of contents. It was reasonable to assume that this package did not contain an explosive device. Carefully cutting open the end of the package was not totally foolhardy and ended with good results. Perhaps at this point consideration of moving the box out of the building to an open area to cut open the box might have been a better option.

Chief McNannay mentions the thought of biological or chemical contents as a thought he might have had. These are both good things to consider, since Fentanyl is deadly and comes in very small quantities. Care in opening the container and wearing gloves (Mask) might have been appropriate.

In an ideal situation, the scene could have been controlled better at the point Chief McNannay first got involved. A take charge attitude could have then set a tone, where this event could have unfolded

without confusion. Evacuating everyone out of the office area where the package was set, and placing Officer Jaelene Leeson In charge of the perlmeter to make sure no one entered the area and disturbed the package, would have been a good maneuver. This would have bought time to further investigate (Surveillance video, check with judge, confer with other department heads as to the course of action, etc.)

Overall, don't lose sight that the incident ended with a positive result.



Todd Vanek &lt;mayor@colfaxwa.org&gt;

## Suspicious package incident

10 messages

Rick McNannay &lt;policechief@colfaxwa.org&gt;

Wed, Feb 21, 2018 at 10:58 AM

To: Chris Mathis &lt;finance@colfaxwa.org&gt;

Cc: Todd Vanek &lt;mayor@colfaxwa.org&gt;

Chris, Yesterday it was brought to my attention that a package had been left near the front door and was discovered by Lynda. Lynda picked up the package and brought it inside the office. Kris, who because of her work in the Court system, recognized the "red flags" associated with these types of packages and immediately became suspicious of its origin and its content and reported the incident to me.

I went out to the front office and was directed to where the package had been placed. It was leaning up against the file cabinets between Kris' desk and Steve's desk. Kris told me that the package was addressed to Judge Hart and did not have any official courier markings on it indicating it had not been delivered using the usual mail routing companies such as USPS, UPS or Fed Ex. A return address was also missing.

All of these factors greatly raised my concerns that the package may contain some sort of device that was intended to harm its recipient whether it be chemical, biological or explosive. I gave instructions not to move it or handle it while I tried to determine the best course of action.

In the meantime Kris sent Judge Hart a text asking him if he was expecting any packages. He replied that he was not. She also sent him a photograph of the package and again he replied he was not expecting a package from anyone.

You and I tried to get a hold of our IT guy, Matt Karwatsky, to get his help in accessing the City's video surveillance footage in hopes of recognizing the person who placed the video near the front door. Karwatsky was not answering his phone. With your and Steve's help we were able to review video footage. The footage was choppy, erratic and did not yield any valuable information. I was not confident we were using the proper playback method and felt it was best to get the assistance of Karwatsky.

For a second time I instructed that the package not be moved or touched. Kris, Lynda, Lexi, Steve and Jaelene were present and heard my instructions. I left and walked across the street attempting to locate Karwatsky by going to his office. When I got there I was told by his coworkers that he had called in sick and would not be coming in. I returned to City Hall.

When I arrived I was met by Jaelene who told me that "I was not going to be happy because Chris had moved the package into Todd's office."

At this point the package had been handled by at least three city employees who had moved it in as many times. Being fairly confident that movement would not activate anything that was inside I made the decision to carefully open the end of the package by cutting the tape to examine the contents. I was able to retrieve a note inside that was signed by a man who Kris said had been in Judge Hart's court a few days earlier. The note was a letter of appreciation. The package, although not dangerous, displayed many signs of being dangerous.

After pondering this for more than a day I feel that I need to officially address your actions. Not only did you disobey the lawful order given by a police officer you chose to move the package which recklessly endangered not only your safety but the safety of everyone in the immediate area. If this incident had occurred in front of the Post Office, for example, with an onlooker taking the same action you had, my response would have been immediate and definitive. He/she would have been placed under arrest and charged with Obstructing a Law Enforcement Officer (RCW 9A.76.020) and/or Reckless Endangerment (RCW 9A.36.050).

Given SOLELY the fact that we are coworkers I chose, instead, to forward this your supervisor, the Mayor, to handle internally. If he instructs me to handle this incident the same way I would handle any other incident involving the general public I will do so.

Rick L. McNannay

Chief of Police

Colfax Police Department

Phone: (509) 397-4616

Fax: (509) 397-3044

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**Chris Mathis** <finance@colfaxwa.org>

Wed, Feb 21, 2018 at 2:04 PM

To: Todd Vanek <mayor@colfaxwa.org>, Rick McNannay <policechief@colfaxwa.org>

Todd,

There was was never a "lawful" order given to me to not move the package. Also, Rick placed the package propped up (where it could easily fall over) in front of Lexi's birthday cake and leaning against the printer that everyone was walking by so I moved it to the other room in case it was, in fact, dangerous.

Chris

Chris Mathis

Finance Director

City of Colfax

(509) 397-3861

finance@colfaxwa.org

[Quoted text hidden]

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**Rick McNannay** <policechief@colfaxwa.org>

Wed, Feb 21, 2018 at 2:38 PM

To: Todd Vanek <mayor@colfaxwa.org>

This is not at all what happened (officer Leeson as my witness) and if I need to go further with it I will commence with interviews, otherwise I'll assume you're handling it.

[Quoted text hidden]

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**Todd Vanek** <mayor@colfaxwa.org>

Wed, Feb 21, 2018 at 7:28 PM

To: Chris Mathis <finance@colfaxwa.org>

Cc: Rick McNannay <policechief@colfaxwa.org>

Dear Rick and Chris,

I am seeking outside assistance to investigate this matter.

Todd

On Wed, Feb 21, 2018 at 2:04 PM, Chris Mathis <finance@colfaxwa.org> wrote:

[Quoted text hidden]

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**Colfax: Great Things are Growing Here**

G. Todd Vanek

Mayor

City of Colfax

400 N Mill Street

Colfax, WA 99111

509-397-2902

colfaxwa.org

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**Rick McNannay** <policechief@colfaxwa.org>

Wed, Feb 21, 2018 at 9:04 PM

To: Todd Vanek <mayor@colfaxwa.org>

What are you referring to? If you are wanting a criminal investigation it is my responsibility to ask another agency to do it?

[Quoted text hidden]

**Chris Mathis** <finance@colfaxwa.org>  
To: Todd Vanek <mayor@colfaxwa.org>

Thu, Feb 22, 2018 at 8:52 AM

What does that mean??????

Chris Mathis  
Finance Director  
City of Colfax  
(509) 397-3861  
finance@colfaxwa.org

[Quoted text hidden]

**Rick McNannay** <policechief@colfaxwa.org>  
To: Todd Vanek <mayor@colfaxwa.org>

Thu, Feb 22, 2018 at 12:26 PM

Todd, I am going to contact wsupd and have them investigate this incident.

[Quoted text hidden]

**Todd Vanek** <mayor@colfaxwa.org>  
To: Rick McNannay <policechief@colfaxwa.org>

Thu, Feb 22, 2018 at 7:17 PM

Rick,

I will be reviewing/investigating this incident. Please provide me your point of contact at WSU PD and I will work with them if necessary.

What I need early next week is a copy of the police report and any related documents (email, written correspondence about the issue) related to the suspicious package incident. Please place copies of them in a sealed envelope on my desk and then email me letting me know that they are on my desk.

Thank you,  
Todd

[Quoted text hidden]

**Rick McNannay** <policechief@colfaxwa.org>  
To: Todd Vanek <mayor@colfaxwa.org>

Fri, Feb 23, 2018 at 7:25 AM

Todd, I haven't contacted WSUPD yet requesting an investigation. I felt I should afford you the chance to discuss it with me first.

I do, however, feel it is necessary to allow another agency to investigate it. If you choose not to it would only be due to the fact the subject of the investigation is a city employee.

Let me know how you want me to proceed.

[Quoted text hidden]

**Todd Vanek** <mayor@colfaxwa.org>  
To: Rick McNannay <policechief@colfaxwa.org>

Sun, Feb 25, 2018 at 4:26 PM

Hi Rick,

For now, I just need you to send me the police report and any associated documents..

3/2/2018

City of Colfax, Washington Mail - Suspicious package incident

Thanks,

Todd

[Quoted text hidden]







**COLFAX POLICE  
DEPARTMENT**

400 N Mill St, Colfax, WA

(509) 397-4615

**STATEMENT of :**

Name; Rick L McNannay  
(First) (Middle Initial) (Last)

Address; 2711 James Rd Palouse WA 99161  
(Number & Street) (City) (State) (Zip)

Phone; 509 595-7893 509 397-4615  
(Home) (Cellular) (work)

*On 02/22/18 at about 0830 Kris Thompson came to my office to report that a package had been left near the front door of City Hall and was discovered by Lynda. Lynda picked up the package and brought it inside the office. Kris, who because of her work in the Court system, recognized the "red flags" associated with these types of packages and immediately became suspicious of its origin and its content and reported the incident to me.*

*I went out to the front office and was directed to where the package had been placed. It was leaning up against the file cabinets between Thompson's desk and Steve Bretveld's desk. Thompson told me that the package was addressed to Judge Hart and did not have any official courier markings on it indicating it had not been delivered using the usual mail routing companies such as USPS, UPS or Fed Ex. A return address was also missing.*

*All of these factors greatly raised my concerns that the package may contain some sort of device that was intended to harm its recipient whether it be chemical, biological or explosive. I gave instructions not to move it or handle it while I tried to determine the best course of action.*

*In the meantime Kris sent Judge Hart a text asking him if he was expecting any packages. He replied that he was not. She also sent him a photograph of the package and again he replied he was not expecting a package from anyone.*

*Chris Mathis sent our IT person, Matt Karwatsky, a text message soliciting his help in accessing the City's video surveillance footage in hopes of recognizing the person who placed the video near the front door. Mathis told me that Karwatsky was not responding to her texts. Mathis was able to log into and access the video footage and we began to review it. Mathis left and Bretveld took her place operating the recorder playing video. The footage was choppy, erratic and did not yield any valuable information. I was not confident we were using the proper playback method and felt it was best to get the assistance of Karwatsky.*

*For a second time I instructed that the package not be moved or touched. Thompson, Lynda Kramlich, Lexi Bruya, Steve Bretveld and Officer Jaelene Leeson were present and heard my instructions. I left and*

walked across the street attempting to locate Karwatsky by going to his office. When I got there I was told by his coworkers that he had called in sick and would not be coming in. I returned to City Hall.

When I arrived back at my office I was met by Officer Leeson who told me that "I was not going to be happy because Chris had moved the package into Todd's office."

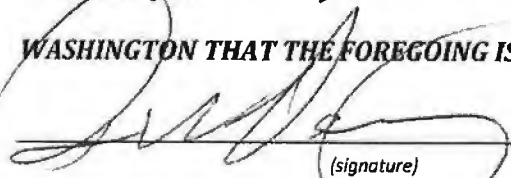
At this point the package had been handled by at least three city employees, Kramlich, Thompson and Mathis, who had moved it as many times. I went into Mayor Vanek's Office and saw the package on his desk. Being fairly confident that movement would not activate anything that was inside I made the decision to carefully open the end of the package by cutting the tape to examine the contents. I was able to retrieve a note inside which was signed by a man who, when shown to Thompson, verified he had been in Judge Hart's court a few days earlier. The note was a letter of appreciation. The package, although not dangerous, displayed many signs of being dangerous.

I walked back into the front office and made a light-hearted comment to everyone that I had "taken one for the team and opened the package. Mathis commented something to the effect that she didn't want that thing out there with them", implying she was uncomfortable not knowing what was inside of it as well. I read the note out loud to everyone at which point Thompson confirmed that the sender had been in Judge Hart's court a few days earlier.

I was upset that Chris had moved the package against my instructions and was certain that any comment to her about it would lead to verbal confrontation so I made the decision to address it at a later point.

As I had pointed out in my email to her, cc'ed to you, I had given a lawful order/directive/demand for the package not to be moved. Even if Mathis did recognize my order as coming from a Policar Officer she should have respected my request simply as a coworker. This is just another example of her arrogance and unwillingness to work with me at any level. How well do you think she would have received my actions if she had asked that something not be moved and I ignored her request and moved it? Im guessing she would not have dealt with it nearly as diplomatic as I had.

**I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT.**



(signature)

Dated this 01 day of MARCH, 2018, in Colfax, Washington.

## **Tennant, Chris**

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**From:** Jenkins, Gary  
**Sent:** Friday, March 16, 2018 5:36 PM  
**To:** Tennant, Chris  
**Subject:** FW: Suspicious Package Image

Chris,

Here is the photo of the package. I will put an envelope with the written statements on your desk.

Gary

**From:** Todd Vanek [mailto:mayor@colfaxwa.org]  
**Sent:** Friday, March 16, 2018 6:34 AM  
**To:** Jenkins, Gary <gary.jenkins@pullman-wa.gov>  
**Subject:** Fwd: Suspicious Package Image

Hi Gary,

Below are the pictures of the package. The details are:

- It was left leaning up against the wall just outside the front door of Colfax City Hall on President's Day Weekend
- Lynda Kramlich (city clerk and part time janitor) came in on the holiday to clean and noticed the package so she moved it inside
- The package had no postal markings (UPS, FedEx, USPS, etc.)

I will swing by about 11:30 to drop off the statements and other documents.

Todd

----- Forwarded message -----

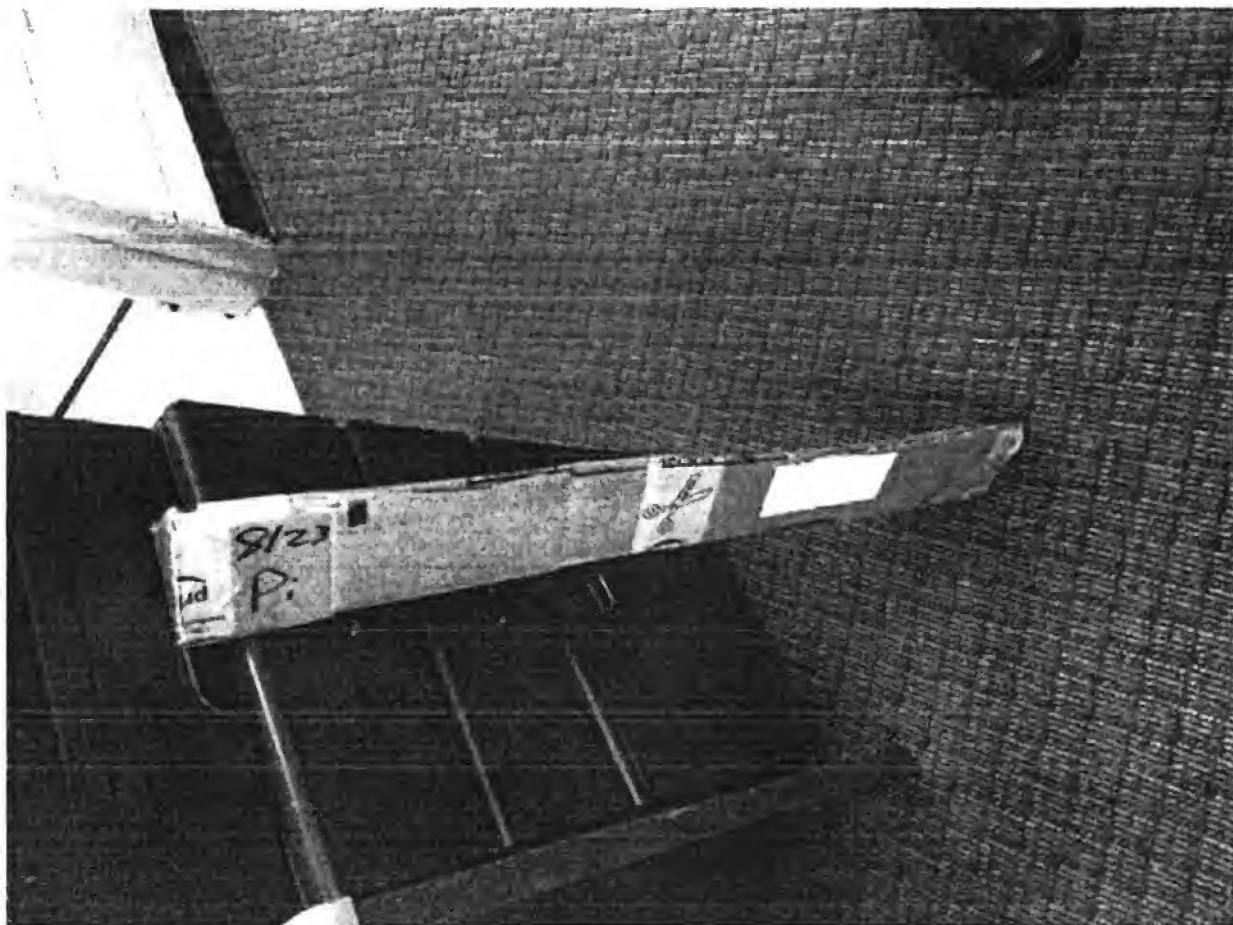
**From:** John E H Hart <hartlaw@pullman.com>  
**Date:** Thu, Mar 15, 2018 at 8:47 PM  
**Subject:** Re: Suspicious Package Image  
**To:** Todd Vanek <mayor@colfaxwa.org>

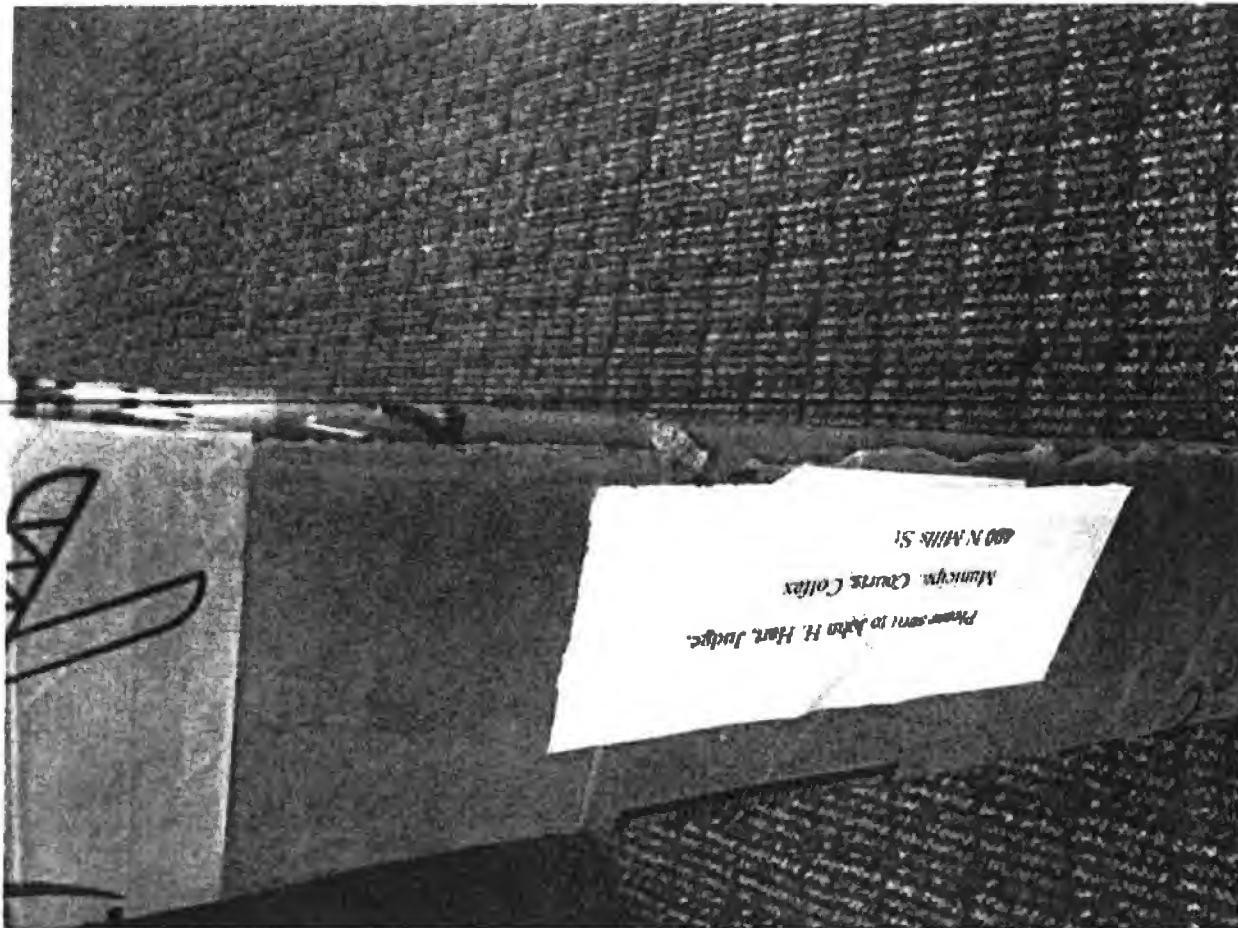
Todd,

Good to hear from you and thanks again for meeting with me and your excellent advice.

Attached are the pictures Kris Thompson sent to me via text.

John





John E. H. Hart Attorney at Law 209 East Main Street Pullman, WA 99163 509-332-5838

hartlaw@pullman.com Confidentiality Notice: The information contained in this email and any accompanying attachment(s) are intended only for the use of the intended recipient and may be confidential and/or privileged. If any reader of this communication is not the intended recipient, unauthorized use, disclosure or copying is strictly prohibited, and may be unlawful. If you have received this communication in error, please immediately notify the sender by return email, and delete the original message and all copies from your system. Thank you.

Sent from my iPhone X

On Mar 15, 2018, at 4:48 PM, Todd Vanek <mayor@colfaxwa.org> wrote:

Hi John,

Hope your campaign is going well. Can you send me the image of the suspicious package that Kris Thompson texted you a couple of weeks ago?

Was the gift worth it?

Todd

**Colfax: Great Things are Growing Here**

G. Todd Vanek  
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[colfaxwa.org](http://colfaxwa.org)

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In addition to this statement I have already given...

There was was never a "lawful" order given to me to not move the package. Also, Rick placed the package propped up (where it could easily fall over) in front of Lexi's birthday cake and leaning against the printer that everyone was walking by so I moved it to the other room in case it was, in fact, dangerous.

Here is what I recall.

When my attention was first drawn to the "package" it was on Kris Thompson's desk and she and Lynda were discussing it as it was addressed to Judge Hart and did not have any postage. Lynda explained it had been left outside the front door and she had brought it inside on the previous day which was a holiday. Kris called the Judge to see if he had been expecting a delivery, which he was not and also mentioned to Kris that a friend of his who is also a judge had had acid thrown in his face in the past year. At that point Kris became concerned about the possible content of the package. I offered to go get the Police Chief and advise him of the situation, which I did. He and officer Leeson came up and the Chief examined the package. He asked me if I could log into the cameras or get in contact with our IT administrator to login so that we could possibly see who had left the package. I emailed and placed a call to Matt Karwatsky in IT, and the Chief left the building to go over and see if our IT administrator was at his other job at the County and officer Leeson went back to the police department (the footage was accessed and it did not show who left the package). While all this was going on we had a training scheduled with the Public Works department in City Hall and the next place I noticed the package it had been placed next to the birthday cake everyone was dishing up from, propped up against the printer stand. As the package had been handled repeatedly by multiple people including the police and was in a precarious position I moved it into an unoccupied room.

At some point the Chief came out of the room now containing the package and said he had "taken one for the team" and had opened the package (we were all unaware this was a decision made or that it was happening) and the package actually contained a poster that was a thank you gift for the Judge.

Chris Mathis



## COLFAX POLICE DEPARTMENT

400 North Mill Street • Colfax, WA 99111 • (509) 397-4616

### Statement Form

On 02/20/2018 at a little after 0800 hours I saw our court clerk, Kris Thompson go past report writing door and go to Chief McNannay's office. Shortly after speaking with Chief Kris headed back up to the front office and I Chief McNannay followed. I asked Chief as he was going by what was up. He said there was a package that had not been sent through regular mail up in the front office and it had Judge Hart's name on it. Chief said Lynda Kramlich had found it at the front door when she came to work and brought it in and put it on Kris Thompson's desk. When Kris Thompson got to work and saw the package she put it on the floor against the empty desk next to hers and came and got Chief McNannay because she felt there were red flags with it not coming through regular mail and it being addressed to the judge.

I followed Chief up to the front office in case he needed my assistance. When I got to the front office there was a long box in a triangular tube shape on the floor leaning upright against the empty desk in between the court desk and the city inspector's desks, on the north wall of the front office. The package appeared to be an Amazon box that had been reshaped. I did not see any kind of post office, FedEx or other mailing insignia on it.

Chief McNannay told everyone to stay away from the package and to make sure it didn't get bumped. He asked about the security cameras and tried viewing it to see if it showed who had dropped the package off. Kris Thompson contacted Judge Hart to see if he was expecting a package. He was not. Chief McNannay tried to contact our IT person to better be able to see if they could see anything on the security cameras. When he was unable to contact him by phone he reminded the front office staff to stay away from the box and make sure no one bumped it and then went to the IT office across the street. I went to report writing for a minute and then returned to the front office as I was walking back up the hallway I saw Chris Mathis carrying the box to the mayor's office. I started to say something about her moving it and she said she didn't want it in the front office with her. I went and got Chief McNannay and told him the package had been moved by Chris to the Mayor's office.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":

(Date and Place) 3-1-18 Colfax WA (Signature) [Signature]

Jaekene Leeson #505



Written Statement for "Suspicious Package", February 20, 2018-Lexi Bruya

The entire morning of February 20, 2018 was chaos. The entire Public Works Department was in the office attending a training, which meant we had 7 extra bodies that morning in and out of our office/council chambers. We also had Kris Thompson, who works in our office on Tuesdays. I had brought in my extra birthday cake and set it on a table for everyone to help themselves to.

Previous to Public Works coming in, Lynda and Kris had discussed said "suspicious package" which had been placed on Kris Thompsons' desk the previous day. Judge Hart was notified and had no knowledge of the package. Kris Thompson then placed the package behind her desk, to get it off her working space. After further thought she decided to place it to the side of her desk propped up against a file cabinet with a printer sitting on top. This is also located right next to the table where I have placed the cake, plates, and utensils for everyone to dish up.

Judge Hart at some point voiced his concerns to Kris about the package being left anonymously over the weekend with no forwarding address. This upped the concern in the office about the package, Chris Mathis decided to get Chief McNannay to take a look at the package and see what he thought. In the meantime (a little before 9am, I believe) the Public Works department started to arrive. Amidst the chaos of the office with everyone visiting and dishing up cake right next to the package, Chief McNannay was there examining what he thought at that point to be a "suspicious package". The package was then put back in place, propped against the file cabinet with the printer sitting on top of it, that I use, with the cake on the table next to it. Chief McNannay went back to his office to retrieve gloves so as not to put more prints on the package. As he was leaving he asked the few people in the office to please not touch the package until he returned.

In the meantime, Chris Mathis came out of the bathroom and noticed the package was still propped up in the middle of the office, where people are milling around and working. She moved the package to the Mayors office out of harms way from being bumped and being in direct contact from any person. She then directed all staff not to enter the Mayors office.

Steve Bretveld at this point returned from shoveling the sidewalks and parking area. He was asked to look at the video footage, with Chief in order to see if they could possibly see who dropped the package off over the weekend. The "suspicious package" was not seen on the footage as far as anyone could tell.

Everyone went back to their tasks at hand. Public Works was in training in the Council Chambers and the office staff was at their desks doing their duties. After a while Chief McNannay came out of the Mayors office with a smile and a joyful laugh stating "Hey, guys I took one for the team! I opened the package!" We all sat there in utter shock. He opened a package that had been treated as dangerous, without our knowledge and with all of us in the building.

\*\*\*The entire morning was chaotic with many people roaming around. You could tell by the vibe that it was high stress and the potential of the package could be dangerous, but not necessarily spoken out

loud that I heard. The word bomb was tossed around and explosive and what not, but not a spoken "blah blah blah statement, this is what we need to do, this is how we need to handle the situation, this is the protocol we need to follow". Not once was it ever mentioned that we should be evacuated from the building, but it was mentioned that it was dangerous for us to be around the package or to touch/bump the package. Yet, it was handled in front of us. Then opened, again without our knowledge right in the next room. We were not made aware to make the decision ourselves to evacuate or be evacuated first before the potential suspicious package was opened.



Lynda Kramlich &lt;clerk@colfaxwa.org&gt;

**Re: Suspicious Package Incident**

1 message

Lynda Kramlich <clerk@colfaxwa.org>  
To: Todd Vanek <mayor@colfaxwa.org>

Wed, Feb 28, 2018 at 6:50 PM

February 19th was a holiday and I ran into work to grab something and saw a package by the front door addressed to Judge Hart Colfax Municipal Court. I picked up the package and took it inside and placed it on Kris Thompson's desk. Went about my business and left. The next day we all got to work and Kris asked what the package was and I told her the events from the day before. She text John and asked if he was expecting something and he said no. The package was about 2 feet long kinda triangularly wrapped with some orange or yellow tape.

The office was pretty busy as we had the new meter reader training in the council chambers. All of Public Works was there in the City Hall except Steve Larkin. Lexi had a birthday over the weekend so she brought in her leftover birthday cake and we were all milling around eating it and waiting for the meter reader training to begin.

I am not sure what happened next that Rick got involved but the next thing I know he is up there asking questions. So I again went over what I knew how I placed the package on Kris's desk etc. We all looked at the package at this point I know for sure I had handled it and so had Kris and Rick. I told them that the video could have caught who had placed it at the front door so Steve Bretveld returned and Rick Steve and I went in the back room to look at video. Rick was asking me when I found it on the 19th. I said it was in the morning between 10 and noon I thought. They continued to view footage without being able to locate any footage of someone dropping it off.

At this point Rick started talking about calling Spokane bomb squad and deciding what to do with the package. The package was leaned up on the file cabinet that holds the Dell printer. He went back to his office area and returned back to the front (unknown what he was doing) came back up to leave down the hallway again all the while we are all eating cake and visiting waiting for the training to begin.

Chris Mathis at this point was irritated as Rick seemed to think this package could be dangerous but he repeatedly left it in the middle of City Hall where there were a lot of people and he was not present. So she picked up the package and put it in Todd's office to at least give us some space in case it was a dangerous package.

I was in the hallway when Rick and Jaelene came back up and Jaelene asked Rick if he thought he should put some gloves on to not put anymore fingerprints on the package so Rick went back to his office to get gloves. When he returned he asked where the package was and I told him Chris moved it into Todd's office to get it away from everyone. He started cussing and saying that he told everyone to leave the fucking package alone and not touch it. (I had not heard him tell anyone to leave the package where it was or for no one to touch it.)

I was continuing to get stuff ready for training and helping get readers set up. Not sure of exact time frame but I heard Rick come out of Todd's office and say I took one for the team and opened the package and brought out a Chinese tapestry with a message from a court defendant that Judge Hart had helped with an interpreter and dismissed the guy's ticket. We all figured out who it was from and were all laughing because the letter he wrote to the court he addressed My Lord. After that I went on with my day.

After our training the front office had discussed how it was a bit frustrating that if the police thought the package could be dangerous how the building should have been evacuated and the whole situation should have been handled differently!

On Wed, Feb 28, 2018 at 5:36 PM, Todd Vanek <mayor@colfaxwa.org> wrote:  
Hi Lynda,

Please submit your statement regarding the suspicious package incident by the close of business Thursday (3/1).

Thank you,  
Todd

On Thu, Feb 22, 2018 at 7:23 PM, Todd Vanek <mayor@colfaxwa.org> wrote:  
Hi Lynda,

I am conducting an investigation regarding the suspicious package incident and with that I would like you to provide me a written statement about what happened. Please provide whatever details you can recall and focus on your perspective on the events as I will be asking all involved for a similar statement.

Please get it to me early next week.

Thank You, ...  
Todd

**Colfax: Great Things are Growing Here**

G. Todd Vanek  
Mayor  
City of Colfax  
400 N Mill Street  
Colfax, WA 99111  
509-397-2902  
colfaxwa.org

**Colfax: Great Things are Growing Here**

G. Todd Vanek  
Mayor  
City of Colfax  
400 N Mill Street  
Colfax, WA 99111  
509-397-2902  
colfaxwa.org

**Thank you,  
Lynda Kramlich**

**City of Colfax  
Phone: (509)397-3861  
Fax: (509)397-3044  
Email: clerk@colfaxwa.org**

Mayor Vanek,

Pertaining to your request concerning the incident on February 20, 2018 (i.e. suspicious package), here is my account.

To the best of my recollection, I entered City Hall just before 8:00am. The day started pretty normal other than most of Public Works being present for a scheduled training. Due to the snow the night before, I decided to shovel along the North side of the building including around the two city vehicles that are parked there.

---

I do not recall the exact time I reentered the building but was called to the back room to assist Chief McNanny with the video recording system. I was informed that a package was left outside for Judge Hart and Chief McNanny was trying to determine when the package was left outside the building. We were unsuccessful in determining the date or time of the package's arrival, for some reason the system did not record that movement. The video system also did not record the packaging being brought into the building, the initial investigation of the package by Chief McNanny or who touched the package prior to the package being moved by Chris Mathis into the Mayor's office. The video did show Chief McNanny leaving the office and returning however with no audio on the recording, I cannot confirm or deny any directives made.

Prior to watching the video, I did not know the package's whereabouts. I did not see the package until Chief McNanny brought the package's content out from the Mayor's office. I did not see who handle the package prior to this point nor did I hear any direction given on how to handle said package. I also did not hear any complaints or concerns by any of the City's personnel in the office about the handling of the package.



Steve Bretveld  
February 23, 2018

February 20<sup>th</sup>, 2018 I came to work and found a triangle shaped box sitting on my desk. I looked at it; it was addressed to Judge Hart. I moved it from my desk to behind me at which point I had bumped it with my chair a couple times. I then moved it over to lean against the printer next to me. Those of us in the office, I don't recall all who was there, were discussing this strange box. I texted the Judge to ask if he was expecting a package, I said from amazon but realized the box was homemade.

After considering the training I have received in the past, I started wondering where this package came from as it had no postage on it, the box was handmade and the label was not correctly written out. I believe the box was touched a couple more times including by Chief McNannay and myself. I think the Chief then went and got the on duty fire person David and had them look at it as well. I moved the box to take photos of it and the label to send to Judge Hart. My first text to him was at 8:10 a.m. his response was that he was not necessarily expecting anything. He thought maybe someone did not have his home address and in jest said I hope it is not ticking. He and I are both aware of a Judge who had acid thrown in his face so this could be a credible concern. I let him know I thought it might be posters as the shape was strange.

The box got moved from the main office into the mayor's office to be out of the way while they were trying to decide what to do with the box. They had been discussing and x-ray machine at the post office or having Spokane come look at it. Chief came in the office asked where the package was we let him know it was in the mayor's office. When I was over at the copy machine he asked me if I moved it in there, I let him know I did not, that I thought Chris had. At some point the Chief went got the box and came walking into the front office and said "I took one for the team." He had opened the box and showed us the Chinese poster in the box. At no point did he alert those of in the office that he was going to open it. I took a photo of the poster and texted the Judge a photo of the gift sent to him by text.

Kris Thompson

On Tuesday the 20<sup>th</sup> of February, the Public Works crew assembled at City Hall for training on our new meter readers. I was the last one to arrive and noticed everyone gathered around the small desk by Steve's desk. I asked what was going on and was informed there was left over birthday cake. When I picked up my piece of cake, I noticed an odd shaped package leaning against the printer stand adjacent to the cake table. Once the excitement for the cake was over, I noticed The Chief standing next to the fax machine looking at his phone saying he was going to call the Spokane Bomb Squad. I was across the room, so I wasn't aware of what was going on, but then observed the Chief pick up the odd shaped box while wearing pink rubber gloves. I then asked what was going on, and was informed about the suspicious package.

---

Because the meter trainer was late, I went in to the Council Chambers to check on my crew. When I came out, the Chief walked out of the Administrators office and stated "I just took one for the team". He then unrolled an Oriental type wall hanging that was in the suspicious package.

A handwritten signature in dark ink, appearing to read "Matt", followed by a long horizontal line that ends in a small loop.

3-1-18 On 2-20-18 I went to city hall for meter training . When I entered city hall I went to the council chambers and sat down . I then went out into the office to get a piece of cake were I saw Rick holding a triangular package he was next to the cake . I got my cake and went back to council chambers were I remained for the rest of our meeting . It was not until after I left the meeting that I learned of the nature of the package. Chris Clark

---

A handwritten signature in black ink, appearing to be 'C. Clark', is written below a horizontal line.



To whom it may concern,

On Tuesday, February 20<sup>th</sup> I was at city hall for a meter reading class in the council chambers. I came out of the chamber room to see everyone standing around talking about a package that came from an unknown source. I said to the chief of police, Rick McNannay that he should "put the package in the safe, Just in case." He kind of shrugged it off and was joking around with the other employees. I got a piece of cake and went back to the council chambers.

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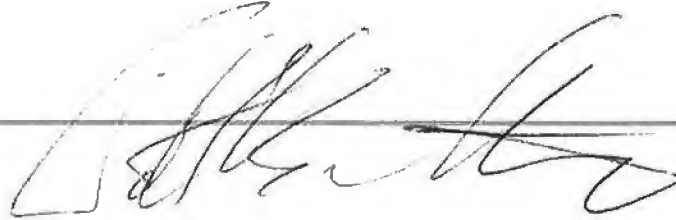
Signed,

A handwritten signature in black ink, appearing to be "J. Gill", with a long horizontal stroke extending to the right.

James Gill

City of Colfax, Public Works

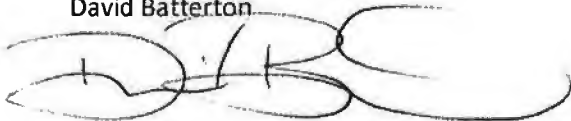
I jeff batterton saw the police chief standing close too being over the "unknown" package next to the copy machine in the office with no worrys about it or to evacuate the people in the building. He was taking photos laughing and jokeing about the package. That is when I left the room and went into an adjacent room. And that's all I saw.

A handwritten signature in dark ink, appearing to read "Jeff Batterton", is written across a horizontal line. The signature is stylized with a large initial "J" and a long, sweeping underline.

To Whom it may concern,

On February 20 2017 we were scheduled to have a meter reader training at City Hall. Upon my arrival I noticed a Cake being served for some ones birthday. I grabbed a piece of cake and proceeded to the council chambers unaware of what was going on that day. Upon sitting down was informed by my fellow employees of the situation. The situation being an unknown suspicious package left at City Hall. I poked my head out of the council chambers to take a look at said package. I saw a package leaned up against a book case with The Chief of Police standing over it, faced away from it ,on his phone. At this point it became none of my concern I turned around sat back down and Finished my cake. By the way it was good.

David Batterton

A handwritten signature in black ink, appearing to be 'David Batterton', written over a horizontal line.

City of Colfax

Waste Water Supervisor

509-397-4606

When I came in to the office they were talking about a suspicious package with all kinds of miss spelled words, which I understand that is a signal that thing are not good, someone said I hope it don't go BOOM Rick was more concerned about moving the cake then moving or evacuating the building, which he should have done immediately , at least Chris had the where to to move it away from where office personal were,

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# WASHINGTON STATE FUSION CENTER

## SITUATIONAL AWARENESS BULLETIN

WSFC Tracking Number # 18-0077

March 20, 2018

### **(U) Identifying, Reporting, and Responding to Suspicious Packages**

(U//FOUO) The Washington State Fusion Center (WSFC) is providing this bulletin for your situational awareness.

*(U) Since March 2, 2018, there have been four package bombs found in locations throughout Austin, TX, while a fifth package addressed to a location in Austin detonated at a parcel sorting facility in San Antonio, TX. The four explosions in Austin came from packages left in yards, on porches, and on the side of the road. One of the packages utilized a tripwire, suggesting the package was not specifically targeting a single individual.<sup>1</sup>*

**(U) While the WSFC is not aware of any connections or specified threats to Washington State, we are constantly monitoring threats to the U.S. Homeland for potential nexus to Washington State.**

(U//FOUO) The incidents in Austin are not the first time parcels and packages have been used to conceal IEDs. In 2017, eight parcel bombs were discovered in Greece and addressed to locations throughout the European Union.<sup>2</sup> Additional notable incidents involving suspicious packages and parcel bombs include:

- (U) On January 17, 2011, Kevin Harpham<sup>USPER</sup> placed a remote-controlled IED, made of black powder and lead fishing weights dipped in rat poison, at a park bench near the parade marching route on the morning of the Martin Luther King Jr. Day Parade in Spokane, WA. The suspicious item was reported to authorities and rendered safe by local bomb technicians.<sup>3</sup>
- (U) In 2010, al-Qaeda in the Arabian Peninsula (AQAP) attempted to detonate IEDs concealed in printer cartridges and shipped onboard cargo planes bound for the United States. The parcel bombs were detected at their last point of departure facilities.<sup>4</sup>
- (U) Between 1978 and 1995, Ted Kaczynski<sup>USPER</sup>, also known as 'The Unabomber', placed and mailed a total of 16 parcel bombs, injuring 23 people and killing three others.<sup>5</sup>

(U//FOUO) As with any suspicious package or item, extreme caution should be taken to ensure the safety of yourself and those around you and law enforcement should be notified immediately.

- (U) On March 3, 2018, a suspicious package temporarily shut down the Seattle Ferry Terminal while explosive ordinance teams inspected the package and determined no explosives were present.<sup>6</sup>
- (U) On February 28, 2018, a suspicious package was reported at the Bellevue Transit Center. The Bellevue bomb squad deployed a remotely controlled robot and did not find anything dangerous.<sup>7</sup>

(U) NOTE: This information is the property of the Washington State Fusion Center and may be distributed to law enforcement officials, as well as to public and private sector stakeholders with a legitimate need-to-know. Further dissemination to authorized recipients is permitted without prior approval. Precautions should be taken to ensure this information is stored and/or destroyed in a manner that precludes unauthorized access.

(U) Tracked by: HSEC 8 and WSFC SIN 1

**Contact Us: Hotline (toll free): 1-877-843-9522 // Fax: 1-206-224-5454 // Email: [intake@wsfc.wa.gov](mailto:intake@wsfc.wa.gov)**

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**(U) Indicators of suspicious packages:**

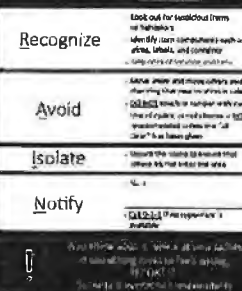
- Not expecting a package;
- Spelling, grammar, and punctuation errors;
- Exposed wiring;
- Odors or stains emanating from the parcel.

**(U) If you receive a suspicious package:**

- Stop. Don't handle;
- Evacuate and isolate the immediate area;
- Don't open, smell, or taste.

**SUSPICIOUS MAIL OR PACKAGES**

Protect yourself, your business, and your community.

**When encountering a suspicious item, remember to R.A.T.N.****(U) Considerations***(U) Click images to enlarge*

(U//FOUO) It is important to note that the discovery of one suspicious package should not automatically mean the conclusion of a search. Additionally, recognizing the difference between suspicious and unattended packages will determine the appropriate response by law enforcement officials.

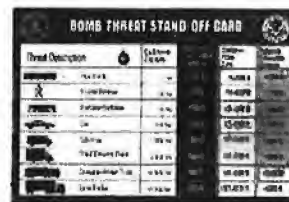
- Not all items are suspicious
- An **unattended item** is anything, such as a package, not in someone's possession and where there are no obvious signs of being suspicious, especially if no threat was received.

**(U) Additional Resources**

(U//FOUO) A suspicious item is anything that is reasonably believed to contain explosives, an IED, or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators are threats, placement, and proximity of the item to people and valuable assets. Examples include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally anything that is hidden, obviously suspicious, and not typical should be deemed suspicious.

(U//FOUO) For additional information, click on the Office for Bombing Prevention Bomb Threat Guidance pamphlet to the left.

(U//FOUO) Developed in partnership with the FBI, the DHS-DOJ Bomb Threat Stand-off Card is a quick reference guide providing recommended evacuation and shelter-in-place distances for various types and sizes of IEDs. (Click on the image)

**(U//FOUO) The First Responder Support Tools (FiRST)**

application allows first responders to quickly define safe stand-off distances around a potential bomb location, calculate rough damage and injury contours, suggest appropriate roadblocks, and identify other nearby facilities of concern (e.g., schools, hospitals, and care centers).

(U) For more information on any of the DHS Office for Bombing Prevention counter-IED products, please visit [www.dhs.gov/obp](http://www.dhs.gov/obp) or email [OBP@hq.dhs.gov](mailto:OBP@hq.dhs.gov).

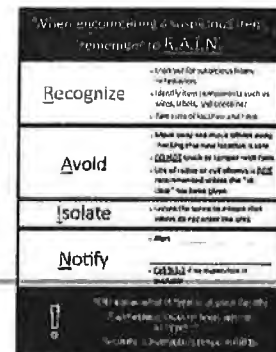
(U) If your department, agency, or organization has seen or receives reports of this nature, please contact the WSFC at 1-877-843-9522 or email [intake@wsfc.wa.gov](mailto:intake@wsfc.wa.gov). Additionally, reporting can be accomplished by using the "REPORT SUSPICIOUS ACTIVITY" feature at the Northwest Warning, Alert and Response Network (NWWARN) at [www.nwwarn.org/](http://www.nwwarn.org/).

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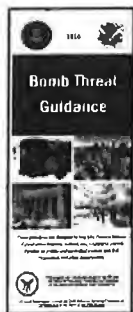
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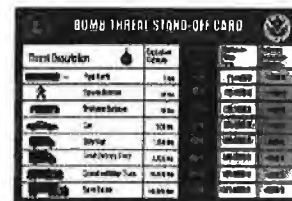
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## **7. Suspicious Mail Incident Response Procedures**

### **7.1. Initial Alert Procedures**

Suspicious mail response procedures will vary by organization and will be based upon a combination of factors such as the type of item discovered, the location of the mail screening facility, internal facility configuration, the number of personnel in the facility, and specific organization emergency response protocols. There are, however, a number of common steps that should be taken:

- Remain calm. Alert others in the immediate area that you have identified a suspicious item. Ensure that the organization's security command center or local law enforcement and first responders are notified. If in a multi-tenant facility, building management should also be contacted.
- Do not attempt to move the suspicious item. Put the envelope or package on a stable surface if it is currently being carried or handled by mail center personnel.
- Do not sniff, touch, or taste any contents that may have spilled.
- Do not open the letter or package.
- Do not shake or empty the contents of a suspicious letter or package.
- Do not carry the letter or package or allow others to examine it.

### **7.2. Specific Substance Initial Response Procedures**

#### **7.2.1. Explosive Device**

Immediately leave the mail screening area and initiate local evacuation procedures. If the mail or package is inside an X-ray scanner, leave it there. Do not use cell phones or radios within the immediate proximity of the suspicious package. Ensure that this prohibition is part of all mail screening training.

#### **7.2.2. Chemical Substance**

Leave the mail screening area. Close any doors to prevent others from entering the area. If possible, shut off any fans and the ventilation system of the local facility.

#### **7.2.3. Biohazard Substance**

Remain in the negative pressure mail screening environment until directed to leave by first responders/HAZMAT personnel. If there is no negative pressure system, shut off any fans and the ventilation system of the local facility and await arrival of first responders/HAZMAT personnel. Follow guidance from emergency response personnel.

#### **7.2.4. Radiation or Nuclear Substance**

Leave the immediate area where the radiation source appears to be located. Do not touch any source material or the packaging materials surrounding it.

**Best Practices for Mail Screening and Handling Processes:  
A Guide for the Public and Private Sectors**

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**7.2.5. Dangerous and Contraband Items**

Report suspicious items to the mail center manager and/or security command center for further inspection. Notify local law enforcement as required.

**7.2.6. Threatening Content**

Report suspicious items with threatening content to the mail center manager.

**7.3. Evacuation Procedures**

Specific evacuation procedures will vary from site to site and must be coordinated in advance with organization management (to include property or facility managers, as appropriate), safety, and security personnel.

List all persons who were in the room or area when the suspicious letter or package was recognized or who may have handled the letter or package. Be prepared to provide the list to local public health authorities and law enforcement officials if requested.

When possible, write down the information regarding the appearance of the letter or package and photograph the item with a digital camera.

All suspicious items should be maintained as evidence as part of a criminal investigation until released by the appropriate law enforcement agency.

**7.4. Internal Communication**

All incidents involving suspicious mail and packages must be reported immediately to mail center management personnel and/or security, or local law enforcement and first responders. If the facility is a multi-tenant facility, building management should be contacted as well.

Within the mail center, managers should provide employees an initial briefing and regular updates during an ongoing incident. This is especially important when a suspicious item has necessitated the evacuation of the mail center.

As soon as possible, mail center personnel should be briefed on any required or recommended medical treatment in accordance with guidance provided by emergency medical personnel, first responders, and/or public health officials.

**7.5. External Communication**

The mail center manager must work directly with organization management and security personnel to outline procedures and protocols for initiating contact with external agencies including public health agencies.

In emergency situations, the mail center manager must be able to place calls directly to local first responder personnel. This matter must be addressed before a potential event takes place.

**Best Practices for Mail Screening and Handling Processes:  
A Guide for the Public and Private Sectors**

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Designated security personnel within the organization or the mail center manager should serve as the primary point of contact with local law enforcement and first responders at the mail center during an ongoing incident.

Mail center personnel should never speak directly to the media about an ongoing incident. All external communications about an incident should be controlled by the organization's office of public affairs or similar office, in conjunction with the controlling Federal, State, or local authorities.

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## **7.6. Post-Event Follow-Up**

The mail center manager and the organization's security personnel should conduct a joint review of the incident and response actions with mail center employees and first responders following the incident.

Employees should be given an opportunity to speak with medical personnel, human resources representatives, environmental health and safety professionals, and other organization personnel as desired.

The mail center manager should also document and share information about the incident with other mail center managers as permitted by organization security protocols and general policies and procedures.

Suspicious mail will often lead to an investigation by local police, the U.S. Postal Inspection Service (USPIS), or the Federal Bureau of Investigation. Mail center personnel should be taught not to destroy evidence by vacuuming up white powder, shredding suspicious letters, disposing of dangerous packages, or similar activities.

## **7.7. Other Resources**

Other resources and guidance on handling suspicious mail items can be found at the Centers for Disease Control and Prevention's Web site:

- Anthrax: <http://emergency.cdc.gov/agent/anthrax/faq/mail.asp>
- Alert Health Network:  
<http://emergency.cdc.gov/documentsapp/anthrax/10312001/han51.asp>

Appendix 1 provides additional sources and references.